
Getting Started

Adobe Acrobat Writer -PDF

What is a PDF Document, How to, View, Convert to and Save to PDF

Portable Document Format (PDF)

There are two types of Adobe products referred to in this manual. Adobe Reader, which allows a user to view a document on the ECF System, and Adobe Acrobat (Writer/Distiller), which allows a user to convert documents to PDF. *(Please note that Adobe Distiller will create a larger file than Adobe Writer. The Court recommends the use of Adobe Writer.)*

Each word processing program has a unique method for formatting documents. A document created with one word processing program may not look the same in, or may not even be accessible, using different word processing software. Putting documents in Adobe's Portable Document Format (PDF) is one way to avoid a potential Tower of Babel.

How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed. If the designated location is correct, and the file is in PDF format, Acrobat PDF Reader loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to Portable Document Format

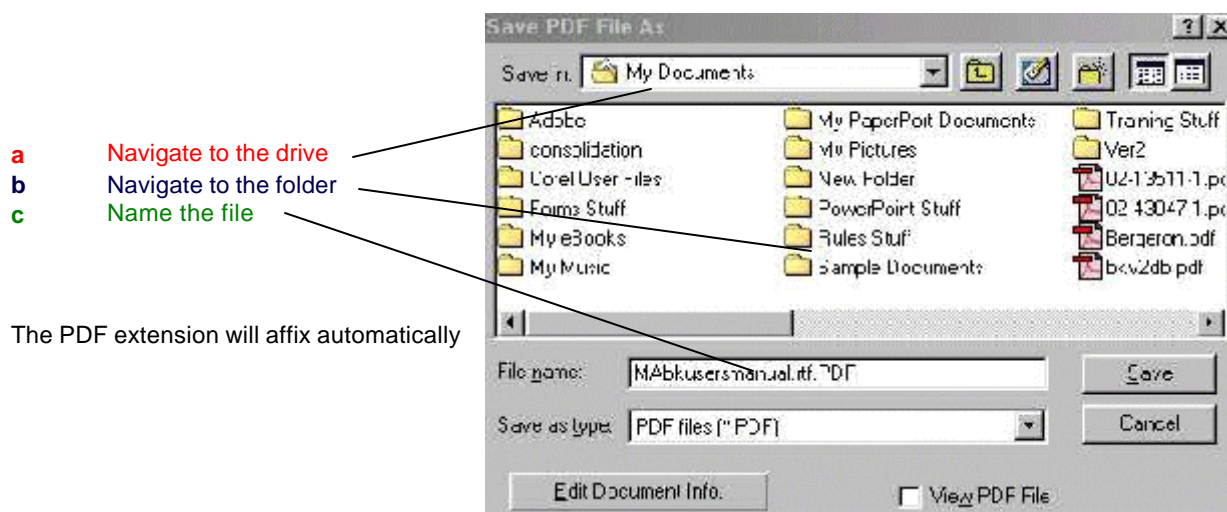
Other than a Creditor Matrix which must be in .txt format, only documents in PDF format will be accepted for filing in the ECF System. Documents not in this format must be converted. Since the Acrobat PDF Writer installs as a printer driver, most software applications installed on the computer will have the ability to print to PDF. To convert a word processing document to a PDF file, you need to seemingly print the document to get the conversion to take place.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

Getting Started

For WordPerfect:

- Once your document is complete and with the document to be converted open on your screen,
- Select **File** from the menu bar, then select **Print** (or click the printer icon from your toolbar)
- Use the drop down box to select the Current Printer to **Acrobat PDF Writer**
- Click on the Properties button, and click on the 'Font Embedding' tab. Make sure that the box for Embedded all fonts is checked. Then click okay.
- Click **Print**. The document will not actually print; instead a **Save As** box will appear on your screen.



- After you've selected the correct drive and folder and named your file, click **Save**.
- The PDF conversion is now complete. Your *electronic original* is stored in the folder you designated.

Getting Started

TIP: You will still need to save your WordPerfect document in WordPerfect format as you always have, however, you will only file your PDF document with ECF.

Note: Adobe may be added to the toolbar within the program by editing the settings.

For Microsoft Word 95 or later:

- Once your document is complete and with the document to be converted is open on your screen,
- Click on the **File** menu and select, **Create Adobe PDF**.
- Be sure to Save the file as a PDF file, giving it a .PDF extension.
- The file is now a PDF file under the newly designated name.

TIP: You will still need to save your Word document in Word format as you have always done.

Any Other Word Processing Programs

- **Open** the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDF Writer**.
- Click **Print**. The file should not actually print; instead the **Save As** box should appear allowing you to save the document. It may be necessary for you to place the PDF extension on the end of the file name.
- See your Adobe documentation for further instructions.

Problems Caused by Lengthy Scanned Documents

Getting Started

Scanning a document using a flatbed or other type of scanner creates a graphic image of the document. Images that are converted to PDF format from a graphic image create very large files.

File size is important in two ways. First, it takes much more time to transfer a copy of a large file between computers than it takes to transfer a copy of a text-based file. Second, by definition, a large file requires more storage capacity in the court's or a user's computer system. For these reasons, users should avoid if at all possible filing large numbers of imaged pages.